



General Information for Exhibitors

1. Venue: Exhibits for MACC will be set up in an Exhibition Hall adjacent to the BOQ, Building 3408, Naval Amphibious Base Little Creek, Norfolk VA, dimensions 280 ft by 80 ft; the tentative layout is enclosed. Again this year the exhibit hall is separate from the presentation rooms and will be air-conditioned. The conference is intended as an informal exchange between developers, operators, and vendors of marine military products, with opportunities for boat rides and outdoor demos - please dress accordingly.

Registration for exhibitors for MACC 2001 is \$750.00. This fee is to defray the rental cost of a hurricane-proof structure to be erected adjacent to the Conference Center. This provides some benefits that were enjoyed by last year's participants and received favorable comments, like continuous operating hours for the displays and close proximity to the presentations.

2. Exhibit space:

- ❑ Approximately 90 10'x10' spaces are available and will be assigned by the MACC staff as equitably as possible. Exhibitors are asked to occupy the space they are assigned.
- ❑ There will be pole and dark blue drape partitions, 8' high for the back wall, and 3' high separating each space. Each space will be labeled with booth # and affiliation for move-in only. Exhibitors are expected to provide their own signage. Electricity will be provided (110 VAC) to each exhibit booth as requested on the vendor registration form. Tables and chairs are available upon request.
- ❑ This year the exhibit hall will remain open the entire day for conference attendees to visit and interact with vendors. We do invite you to consider maximum attendance at the seminars as it is intended that all conference attendees will find presentations of interest to them. Please keep your booth area clean, and ensure the booth is clean when you leave at the end of the conference.
- ❑ Food and beverages will be consumed in the snack areas only.
- ❑ Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Literature, samples, or other promotional materials may only be handed out within the confines of the exhibitor's booth space.
- ❑ If you require manual or mechanical assistance in moving or setting up the contents of your booth, please indicate specific needs on the Exhibitor Registration form.
- ❑ Drayage handling will be done via Exhibits, Inc again this year. Forms will be available on our web site or faxed upon request.

3. Conference Schedule

- ❑ Exhibitor move-in will occur on Monday, 18 June 2001 beginning at 0700. All exhibits must be set-up by 1800 on 18 June 2001. The Exhibit Hall will be secured at that time until 0700 on 19 June 2001. The parking across the street from the BOQ is recommended for exhibitor parking. There will be no parking by the exhibition tent.

- ❑ The Exhibit Hall will be open as follows during the MACC:

	For Exhibitors	For all Attendees
18 June 01	0700 to 1800	
19 June 01	0700 to 1800	0730 to 1730
20 June 01	0700 to 1800	0800 to 1730
21 June 01	0700 to 1800	0800 to 1600
22 June 01	0700 to 1500	

No exhibitors or attendees will be allowed into the Hall outside of these hours.

Move-out will begin at 1400 on Thursday, 21 June 01 and must be completed by 1500 on Friday, 22 June 01. We would appreciate no moving-out before the conference ends.

4. General

- ❑ All information provided in this package will be available on the MACC website at <http://www.boats.dt.navy.mil/MACC/>. Please check the website often for changes to the exhibitor's package and other updates. Also, a list of exhibitors and their booth assignments will be posted.
- ❑ **Exhibitors:** please check-in and register on Monday, 19 June 2001, before you begin set-up.
- ❑ Please read the Terms and Conditions included in this package or on our web site.
- ❑ Additional registration forms for your employees, as well as a map of NAB Little Creek is included in this package or on our web site.
- ❑ For further information regarding booths and static displays, please contact Larry Sticklen at phone: (757) 686-7353 or email: SticklenLL@nswccd.navy.mil.

SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE

Common carrier shipment consigned to warehouse should arrive no later than two (2) working days prior to show set up day. Late shipments will be charged an additional delivery fee. Thirty (30) days free storage is allowed prior to show set up. The exhibit materials are delivered to your booth prior to installation time or during installation time depending upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

NOTE: Plan A does not apply to uncontainerized exhibit materials such as, but not limited to, displays models, machinery, etc...

**ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL BE REFUSED!
UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!**

**THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES
FOR RECEIVING OR STORING MATERIALS.**

Materials to arrive prior to set-up days must be shipped to Exhibits, Inc. (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

SERVICE B - EXHIBIT SITE MATERIAL HANDLING

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (Please see *Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

WHEN USING SERVICE A AND/OR B:

Any shipment returned to Exhibits, Inc. warehouse at the close of the show for re-shipping, storage, or for designated carrier pick-up will be at an additional charge. See Drayage Service Order Form for return to warehouse rates.

**CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED
WEIGHTS MUST PREVAIL.**

Certified weights may be requested on shipment containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill, such as UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.

Completed bill of lading must be made for each shipment, signed, and returned to Exhibits, Inc. service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Exhibits, Inc. can not make these arrangements.

The consignment or delivery of a shipment to EXHIBITS, INC. by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

AIR FREIGHT SHIPMENT arrangements should be made for the shipments to be picked up at the event site. If Exhibits, Inc. is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Exhibits, Inc. reserves the right to reassign shipments to another air freight company.

EXHIBITS, INC. RESERVES THE RIGHT TO ROUTE ALL L.T.L. COMMON CARRIER SHIPMENTS FROM SHOW SITE. If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH location will be moved as far as practical thereafter becoming the exhibitors responsibility.

AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, EXHIBITS, INC. WILL NOT BE RESPONSIBLE for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Exhibits, Inc. prior to the removal of materials are subject to final count and correction made at the time of actual removal.

THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS will be done at the exhibitors risk. Exhibits, Inc. is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.
All rates as quoted are based upon prevailing rates and are subject to charge without notice.

MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

ALL PAYMENTS FOR DRAYAGE SERVICES MUST BE MADE IN ADVANCE.
If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage services.

**EXHIBITS, INC. RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE
OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER
ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.**



Exhibits, Inc.

905 Live Oak Drive
Chesapeake, Virginia 23320
Phone (757) 523-1778
Fax (757) 523-2215

DRAYAGE SERVICE ORDER FORM

**ALL ORDERS MUST BE PAID FOR IN ADVANCE
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY
FORM AND RETURN WITH YOUR ORDER**

If you will be shipping freight, this form must be completed and mailed or faxed to the address above

COLLECT SHIPMENTS WILL BE REFUSED!

SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE:

Receiving Hours: Monday-Friday, 8:30 AM - 4:00 PM

Shipments of common freight and crated materials will be received at the warehouse and delivered to your booth. All weights will be rounded to the next higher hundred weight (CWT).

Rates \$27.50 per CWT per shipment 2 CWT MINIMUM OR \$55.00 PER SHIPMENT.

SHIPMENTS MUST ARRIVE NO LATER THAN THE LAST WORKING DAY BEFORE SET-UP!

EXHIBITOR MUST MARK AND CONSIGN THEIR SHIPMENT AS FOLLOWS

Company Name: _____ Booth # _____

Name of Show: _____

C/O Exhibits, Inc.
905 LIVE OAK DRIVE, CHESAPEAKE, VIRGINIA 23320

SERVICE B - DIRECT SHIPMENTS

Shipments will be received at show site during installation period only!

Exhibit facilities will refuse shipments arriving prior to set-up dates and times.

All weights will be rounded to the next highest hundred weight (CWT). Bills of lading stipulating weight must accompany shipments. Cubic or dimensional weights will be invoiced as stated weight at time of delivery unless a weight certificate is attached.

Rates \$25.00 per CWT per shipment. 2 CWT MINIMUM OR \$50.00 PER SHIPMENT.

There will be a handling charge for uncrated displays, models, machinery, etc...

Exhibitor must mark and consign their shipment with their company name, show name, and booth number.

SPECIAL SERVICES

1. Forklift Service: 5000 lb. Forklift Larger forklifts quoted upon request.
Rate \$65.00 per hour S.T. - - 1 hour minimum charge
2. Return to warehouse for storage, shipment by designated carrier, customer pickup, or UPS outbound
Rate \$10.00 per CWT - - 2 CWT minimum or \$20.00
3. When crate and carton storage only are needed
Rates \$10.00 per small crate, \$25.00 per large crate, \$2.00 per carton - - \$20.00 minimum
4. Truck and driver rates for special pickup and deliver/late warehouse deliveries
Parcel Van \$45.00 per hour S.T., \$60.00 per hour O.T. plus .60 per mile.
22' straight truck with lift gate \$65.00 per hour S.T., \$80.00 per hour O.T. plus .85 per mile.
Tractor & Traller \$85.00 per hour S.T., \$95.00 per hour O.T. plus \$1.00 per mile.

Your Company _____ Telephone No. _____

Street Address _____ Fax _____

City _____ State _____ Zip _____

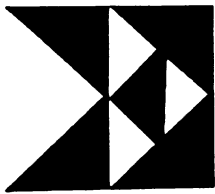
Authorized By (Print name) _____ Signature _____

Weight _____ No. of pieces _____ Estimated Arrival _____

_____ (of CWT's) x \$ _____ (Rate) = ➡ **Total Amount Due: \$** _____

Name of Event _____ Booth No. _____

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- A. Exhibits, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitor's booth.
- C. Exhibits, Inc. shall not be responsible for loss, theft, or disappearance before they are picked up from the exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Exhibits, Inc. by exhibitor's, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Exhibits, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Exhibits, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Exhibits, Inc. maximum liability shall be limited to \$ 30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Exhibits, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.
- G. **NO COLLECT SHIPMENTS WILL BE RECEIVED.**
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Exhibits, Inc. reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Exhibits, Inc. will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Convention Center to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.



Exhibits, Inc.

905 Live Oak Drive
Chesapeake, Virginia 23320
Phone (757) 523-1778
Fax (757) 523-2215

PAYMENT POLICY FORM

PLEASE COMPLETE AND RETURN TO EXHIBITS, INC.



PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES!
★★ NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE ★★

NAME OF EVENT: _____
EVENT LOCATION: _____
EVENT DATE: _____
YOUR BOOTH # _____

THE FOLLOWING TERMS APPLY TO ANY AND ALL SERVICES RENDERED BY EXHIBITS, INC. FOR THE EVENT LISTED ABOVE.

• TERMS •

DISCOUNT PRICES only apply to advance orders with payment in FULL, including 4.5% VA sales tax, that are received by Deadline Date, after which Standard Rates will be charged. ALL CHARGES FOR SERVICE AND/OR EQUIPMENT MUST BE PAID IN ADVANCE. On site orders must be paid BY EITHER CASH, CHECK, OR FOR YOUR CONVENIENCE by Visa, MasterCard or American Express. All prices subject to 4.5% VA sales tax.

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

EXHIBITOR SIGNATURE: _____ PRINT NAME: _____ DATE: _____

PLEASE NOTE: ELECTRICAL ORDERS SHOULD BE MAILED AND PAID TO THE FACILITY ON THE ORDER FORM FOR THAT SERVICE.

PAYMENT BY CHECK, PLEASE COMPLETE THE FOLLOWING:

YOUR CHECK NUMBER: _____ DATED: _____ CHECK TOTAL: \$ _____

PAYMENT BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE (CHECK ONE) ☐ MasterCard ☐ Visa ☐ American Express

ACCOUNT NUMBER:

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EXPIRATION DATE

____/____
MONTH YEAR

SIGNATURE: _____

PLEASE PRINT CLEARLY: Cardholders Name: _____

Cardholders Billing Address: _____

Your Company: _____ Phone: _____ Fax: _____

Address: _____
Street City State Zip